

Team: Portfolio Management

Date:

INPUT DRAFT-ILLUSTRATIVE

Action Plan Summary

Key Assumptions					
– Existing ED non loan and subsidy estimate models should be used in portfolio management organization.					
Team Goals			Key Success Indicators		
<div>– Develop ability to track and forecast portfolio performance</div> <div>– Implement existing ED non loan and subsidy estimate models</div> <div>– Transfer CFO website maintenance to CIO</div> <div>Additional Goals</div> <div>– Ensure that employees feel free to do whatever is necessary to meet our customers needs</div> <div>– Assess the value we provide to our clients and measure their satisfaction with our products and services</div> <div>– Encourage cross-organizational leadership</div> <div>– Train and mentor to develop necessary management and leadership skills and behaviors</div> <div>– Empower employees and let them have input into critical decisions</div> <div>– Create processes for two way communication and acknowledging feedback</div> <div>– Define and clearly communicate performance expectations and measure results</div> <div>– Encourage and reward innovation and accountability</div> <div>– Create an environment which encourages people to constructively work together to achieve shared goals</div>			<div>– Clear monthly reports produced and presented to management beginning 04/01/01</div> <div>– Both subsidy and non-loan estimate model implemented being used.</div> <div>– CFO website maintenance taken over by CIO saving 1 FTE by 06/01/01</div>		
Process/ Function	Current	Total	Role In Goal Achievement		
– Reporting	0	.5	– Tracking and forecasting portfolio performance.		
– Review and Analysis	0	.5	– Examine existing loan strategies and implement new ones if applicable		
– Cost Management Fin'l Modeling	.25	1.25	– Produce and report on the estimate models subsidy based and non-loan estimate models		
– External Communication	.75	.75	– Facilitate transfer of website maintenance duties to CFO		
– Internal Communication	1	1			
– Project Support and Crisis	2	2			
– Total	4	6			
Key Actions		Impact	Start	Complete	Responsibility
Implement Track and Forecast portfolio performance function through hiring requisite FTEs		Portfolio performance reports help in Mgt decision making	01/01/01	02/01/01	Branner
Research and implement existing ED estimate models		Estimate model needs satisfied with minimum cost and work required.	01/01/01	02/01/01	Branner
Hire FTE who can produce estimate models (subsidy & non-loan)		Quality estimate models produced and available to aid in decision making.	03/01/01	04/01/01	Branner
Transition CFO website maintenance to CIO		Reduction of 1 FTE	01/01/01	06/01/01	Branner

Function/Activity Detail

Process/Function	FTE's	Description of Key Work Activities
Reporting		
Track and Forecast Portfolio Performance	0/.5	
Review and Analysis		
Examine existing loan portfolio strategies and participate in quality improvement	0/.5	
Cost Management Fin'l Modeling		
Develop subsidy estimate model	.125/.5	
Develop non-loan program estimate model	.125/.5	
External Communication		
Interagency Liaison to UST, GAO & OMB regarding Portfolio Management Issues	.75/0	
Internal Communication		
Maintain CFO Web Site	1/0	
Project Support and Crisis		
Project support and Crisis	2/0	
Total	4/2	